



---

**PROCEDURE TO APPLY FOR A HOME OCCUPATION SIGN PERMIT  
UNDER 198-92 B OF THE TOWN CODE.**

**APPLICATION: Complete Application Forms: H.O.S.P. 1,2,3**

**YOU MUST HAVE YOUR CERTIFICATE OF OCCUPANCY FOR THE HOME OCCUPATION  
FROM BUILDING DEPARTMENT.**

**SEE: 198-2 DEFINITIONS AND WORD USAGE FOR HOME OCCUPATION**

**\*\*\*\*\*INCOMPLETE APPLICATION FORMS WILL BE RETURNED\*\*\*\*\***

**SURVEY: Free-Standing & Monument Signs, 1 copy of a survey showing all structures and the  
location of the sign. (10') Ten foot setback off property line.**

**PLANS INCLUDED: One (1) elevation and specification plan of the sign, showing dimensions,  
materials, details, wording & coloring of the sign.  
Plans must show dimensions of primary elevation.  
Engineered Stamped Plans are Required for New free-standing / monument signs.**

**SIGNS INSTALLED MUST MEET THE REQUIREMENTS OF CHAPTER 16 and CHAPTER 31 OF THE  
BUILDING CODE OF NEW YORK STATE  
CHAPTER 27 ELECTRICAL ACCORDANCE TO NFPA70.**

**PLANS MUST SHOW SNOW & WIND LOADS FOR THE SIGNS ALONG WITH FASTENERS THAT  
ANCHOR THE SIGN TO THE BUILDING.**

**INSPECTION FEE: \$125.00 PER SITE**

**Fees are nonrefundable. Returned Check Fee \$20.00**

**CHECK, MONEY ORDER OR MAJOR CREDIT CARDS  
\*\*\*\*\* NO CASH PAYMENTS WILL BE ACCEPTED OVER \$25.00\*\*\*\*\*  
Please make checks payable to "Town of Huntington".**

**\*\*\*\*\*YOU MUST HAVE ALL FORMS FILLED OUT COMPLETELY\*\*\*\*\***

**SUFFOLK COUNTY CONSUMERS AFFAIRS SIGN INSTALLERS LICENSE NUMBER IS REQUIRED**

For Further information, please call: Robert Simpson Senior Sign Inspector (631) 351.3140/351.3031  
FAX 631.351.3169 EMAIL: RSimpson@HuntingtonNY.gov  
Revised 12/5/2018